

Office of Refugee Resettlement Unaccompanied Refugee Minors Program Application and the Withdrawal of URM Program Application or Declination of URM Program Placement Forms

**OMB Information Collection Request
0970 - 0550**

Supporting Statement Part A - Justification

July 2026

Type of Request: Extension with Revisions

Submitted By:
Office of Refugee Resettlement
Administration for Children and Families
U.S. Department of Health and Human Services

1. Circumstances Making the Collection of Information Necessary

The Refugee Act of 1980, Pub. L. No. 96-212, 8 U.S.C. 1522, amended the Immigration and Nationality Act to create a domestic refugee resettlement program that provides assistance and services to refugees resettling in the United States. With the enactment of this legislation, the Office of Refugee Resettlement (ORR) established comprehensive requirements for a State-administered refugee resettlement program including child welfare services to unaccompanied refugee minors. The Unaccompanied Refugee Minors (URM) Program currently operates in 14 states and the District of Columbia and provides the same range of child welfare benefits and services available to other foster children in those states as well as services required by ORR regulation and policy guidance.

Originally, the URM Program provided services for refugee minors arriving from overseas unaccompanied by a parent or adult relative. Over the years, Congress passed laws making other special populations already in the United States eligible for the URM Program. A completed URM Program application must be submitted to ORR for eligibility determination, initiation of placement efforts, and approval to enter the URM Program.

The current OMB expiration date for this information collection is July 31, 2026. We are requesting approval for a three-year extension with proposed revisions to the information collection. The proposed revisions are intended to improve the data collection through streamlining, clarification, and updates to ensure the request is up-to-date. See section A15 for additional information on the changes.

We are proposing a 12-month implementation timeframe for executing revisions, during which time we will continue to use the currently approved forms. The implementation timeframe is necessary to allow the database contractor sufficient time to build, test, and execute the form revisions.

2. Purpose and Use of the Information Collection

The URM Program application is completed on behalf of unaccompanied minors in the United States who are applying for entry into the URM Program. Applications are completed by case managers, attorneys, or other representatives working with minors who may be eligible for the URM Program. The application includes biographical data and comprehensive information on the minor and his/her needs (e.g., placement history, family reunification efforts, medical needs, mental and behavioral health needs, etc.). ORR uses the information collected to determine a minor's eligibility for the URM Program, and to facilitate placement in the program.

The Withdrawal of URM Program application or Declination of URM Program placement forms are completed either 1) when a minor who has applied for the URM Program wishes to withdraw this application before approval to enter the Program or 2) if a minor is not interested in entering the specific placement he/she was offered. These forms serve as the

official record for ORR to cease placement efforts or to search for a new placement for the applicant.

3. Use of Improved Information Technology and Burden Reduction

In May 2019, ORR incorporated the URM Program application into its secure, web-based data collection system called Refugee Arrivals Data System (RADS), which eliminated the submission of applications via email to ORR. In addition to reducing burden and increasing efficiency to those submitting applications, RADS also provides real-time application status updates and allows all parties to communicate about the case during the application and placement process.

4. Efforts to Identify Duplication and Use of Similar Information

ORR is the only entity, Federal, State, or local, with authority to determine eligibility for the URM Program and approve minors to enter the Program. ORR is responsible for collecting the most complete and accurate picture of the minor's history and needs to ensure the most appropriate URM Program placement.

5. Impact on Small Businesses or Other Small Entities

This information collection does not burden or impact small businesses.

6. Consequences of Collecting the Information Less Frequently

If the information is not collected, ORR would not have the information necessary to determine a minor eligible for the URM Program or facilitate efforts to place the minor into the Program.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

This proposed information collection will not entail any special handling procedures as indicated in the OMB guidance for Paperwork Reduction Act processing.

8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of this information collection activity. This notice was published on April 9, 2026 (91 FR 17973) and provided a sixty-day period for public comment. ORR received three public comments. Comments responded to the proposed changes but also commented on ORR's review process for applications broadly. In response to the comments, ORR made revisions to the URM application form to add additional instruction, rephrase questions, and add one more question to the form and one more document upload field. See

the attachment for ORR's full response to public comments.

9. Explanation of Any Payment or Gift to Respondents

No payment or gift to respondents will be provided.

10. Assurance of Confidentiality Provided to Respondents

ORR has established a system of records to ensure the level of confidentiality pursuant to the Privacy Act, 5 U.S.C. 552(a). The system used to collect URM Program applications, ORR's Refugee Arrivals Data System (RADS), is a Privacy Act System of Records. A System of Records Notice for RADS under 09-80-0325 was published on July 18, 2016, and modified on February 8, 2022.

11. Justification for Sensitive Questions

The URM Program application collects sensitive information pertaining to a minor's history of abuse/abandonment/neglect by family members, history of exploitation or human trafficking, physical and mental health needs, and behavioral issues. The information is necessary to find the most appropriate placement in the URM Program that will meet the minor's needs and arrange necessary services. The Privacy Statement on the application system alerts respondents that the information provided in the application may be disclosed to other entities involved in provision of URM Program services. Additionally, the respondents are informed that the information may be shared for any of the routine uses published in the Privacy Act System of Records Notice and as otherwise authorized by the Privacy Act 5 U.S.C. § 552a(b).

12. Estimates of Annualized Burden Hours and Costs

Estimated Burden Hours

Respondents will use the currently approved materials for an implementation time period of 12 months.

- **Table 1 includes estimated burden for the implementation time period**, which reflects the materials and associated time per response approved through the most recent full OMB approval, in 2023. The estimated number of respondents reflects the estimated number over the first year of OMB approval for this request. Implementation year materials are located at:
https://www.reginfo.gov/public/do/PRAViewICR?ref_nbr=202305-0970-009
- **Table 2 below provides the annual burden estimates for the revised forms.** The annual number of respondents was estimated by examining historical data and trends in the number of respondents over time. The time estimated per response is based on data collection experience to date and feedback from respondents on the current forms.

- **Table 3 provides a summary of the average annual burden over three years,** based on an implementation period of 12 months.

Estimated Cost to Respondents

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Social and Human Services Assistants [21-1093] and wage data from May 2025, which is \$22.93 per hour. To account for fringe benefits and overhead the rate was multiplied by two which is \$45.86. For the 12-month implementation period, the estimate of annualized cost to respondents for hour burden is \$45.86 times 533 hours or \$24,443.38. After revised forms are implemented, the estimate of annualized cost to respondents for hour burden is \$45.86 times 358 hours or \$16,417.88. https://data.bls.gov/oesprofile/?major_group=210000&occupation=211093&measure=01&areas=INDUSTRY,STATE,MSA

Table 1. Estimated Annual Burden for Current Form in Use During 12-month Implementation Period¹

Information Collection Title	Total Number of Annual Respondents	Annual Number of Responses Per Respondent	Average Burden Hours Per Response	Annual Burden Hours	Average Hourly Wage	Total Annual Cost
Unaccompanied Refugee Minors Program Application	350	1	1.50	525	\$45.86	\$24,076.50
Withdrawal of URM Program Application or Declination of URM Program Placement Forms	40	1	0.20	8	\$45.86	\$366.88
Estimated Annual Burden and Cost Totals:				533	-	\$24,443.38

Table 2. Estimated Annual Burden for Revised Forms after Implementation

Information Collection Title	Total Number of Annual Respondents	Annual Number of Responses Per Respondent	Average Burden Hours Per Response	Annual Burden Hours	Average Hourly Wage	Total Annual Cost
Unaccompanied Refugee Minors Program Application	350	1	1.00	350	\$45.86	\$16,051.00
Withdrawal of URM Program Application or Declination of URM Program Placement Forms	40	1	0.20	8	\$45.86	\$366.88
Estimated Annual Burden and Cost Totals:				358	-	\$16,417.88

Table 3. Summary Annualized Burden Estimates

¹ Implementation year materials are located at: https://www.reginfo.gov/public/do/PRAViewICR?ref_nbr=202305-0970-009

Note that this table is provided to explain data entry in OMB's submission system, ROCIS. This provides annualized numbers based on the sum of all data collection activities over three years (for both implementation and post implementation), divided by three.

Information Collection Title	Annual Respondents	Annual Number of Responses Per Respondent	Estimated Time Per Response	Annual Burden Hours
Unaccompanied Refugee Minors Program Application	350	1	1.167	408
Withdrawal of URM Program Application or Declination of URM Program Placement Forms	40	1	0.20	8
Total				416

13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers

There are no other costs to respondents and record keepers.

14. Annualized Cost to the Federal Government

The cost to the Federal Government includes four staff at the GS-13 level spending an average of 75% of their time reviewing, summarizing, and reporting on the collected information. The cost to the Federal Government was calculated using 75% of the 2026 General Schedule (GS) Locality Pay Table annual rate for a GS-13, which is \$91,339. Therefore, the estimate of annualized cost to the Federal Government to review the collected information is \$365,356. <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2026/DCB.pdf>

15. Explanation for Program Changes or Adjustments

The proposed revisions to the URM application form include multiple changes to reduce burden. First, the number of open-ended text box questions has been reduced by 67%. Second, additional questions have been changed to check box format to allow for quicker responses. Third, unnecessary questions have been cut. Finally, some instructions and questions in the form have been revised to enhance clarity. Proposed revisions are expected to reduce the average burden hours per respondent and lead to faster processing of URM Program applications by the government.

The number of anticipated annual respondents has been decreased from 450 to 350 for the URM Program application form and from 50 to 40 for the withdrawal and declination forms. ORR is currently seeing a reduction in the number of minors being referred to the URM Program and anticipates that this trend will continue over the next three years.

16. Plans for Tabulation and Publication and Project Time Schedule

Applications are received and processed on an ongoing basis, as driven by the need in the field. ORR does not plan to publish the information provided by the respondents.

17. Reason(s) Display of OMB Expiration Date is Inappropriate

Not applicable; ORR plans to display the expiration date of clearance as set by OMB.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

No exceptions are necessary for this information collection.